



Application Checklist

Incomplete Applications will be automatically disqualified during the eligibility process. It is your responsibility to ensure that all of the required attachments (e.g. High School Diploma, College Degree Certification, Driver's License, Professional Certifications...) are attached to your application. **Please make sure you complete the entire application. You will not be contacted to provide missing documentation or information after you submit your application.** Resumes are not accepted in lieu of an application. If you determine that an area of the application does not apply to you, please mark this area "N/A". **(Special Note to City Employees: Please detail your work history with the City and include all your attachments.)**

- ☐ High School Diploma or General Equivalency Diploma (GED)
(Please note that High School Diplomas or GED's from Cornerstone High School are not accepted by the City. Cornerstone is not an accredited School and all diploma and/GED certificates are subject to accreditation certification. The City reserves the right to reject any High School Diploma/GED that is not obtained from an accredited school. If you cannot locate your diploma, a letter from the school or a transcript is acceptable. If you have completed a technical course, the City still requires a copy of your high school diploma/GED equivalency.)
 - ☐ Valid Florida Driver's License
(An identification card is not considered as a substitute for a driver's license.)
 - ☐ Certification _____
 - ☐ Certification _____
 - ☐ Certification _____
- (If required, provide a copy of your College/University diploma. If the diploma does not state your major, please attach a copy of your college transcript. If you cannot find your diploma, a sealed copy of your college transcript is acceptable.)
- ☐ Other Degree _____
 - ☐ Other Degree _____
 - ☐ Other Degree _____

We appreciate your adherence to these guidelines and look forward to processing your application. If you have any questions, please call 954-730-3090 and we will be happy to assist you.